

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 9th June 2014 at 7.30 p.m. in Croughton Village Hall

Present

Councillor Brian Tomlin - Chairman
Councillor Margaret Bennett
Councillor Rodney Cash
Councillor Fran Bodley-Scott
Councillor Jean Coles
Councillor Trevor Davies
Councillor Penny Forbes
Councillor Pamela Gelder

Absent: Cllr Rob Robbins

In Attendance: Mrs Ann Le Druillenec (Clerk)
Cllr Ron Sawbridge, NCC

1 To Receive Apologies and Approve the Reasons for Absence:

Councillor Robbins: Holiday

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Davies to Approve the Reason for Absence submitted by Cllr Robbins.

2 To Receive Requests for Dispensations:

None.

3 To invite Declarations of Interest:

None.

4 Public Participation: Members of the Public may speak to Agenda items:

None.

5 To Approve the Minutes of the Annual Parish Council Meeting held 12th May 2014: (previously distributed)

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Davies to Approve the Minutes of the Annual Parish Council Meeting held 12th May 2014.

6 Matters Arising from item 5 not on the Agenda: For Information:

6.1 Clerk's Report:

No report.

7 Finance Matters:

7.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £1,545.52 (02.06.14) Standard Life: £23,022.39 (02.06.14)

7.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat	Note
102513	A H Contracts	Inv. 7375 dog waste bin emptying	£36.00	£6.00	
102514	Texprep	Inv. 20713 newsletter	£100.10		
102515	M Dempsey	Inv. 1044 Grasscutting	£690.00		
102516	Anglian Water	Period of charge: 11Feb-15May2014 Cemetery: £18.90 Allotments: £47.31	£66.21		
102517	A Le Druillenec	Salary Month 3	£313.39		
102518	HMRC	Tax Month 3	£78.20		
102519	A Le Druillenec	Reimbursement Inv 203003720173 1&1 website £25.16 Office supplies £2.00	£27.16	£4.19	

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Gelder to Approve the Payments.

7.3 To Approve Payment in the sum of £1,500 to the Arrythmia Alliance for the Defibrillator: (Invoice No: 1116)

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Bennett to Approve the payment. (Cheque No. 102520)

7.4 To note Receipts:

Date	Payer	Description	Amount
May 2014	Tenants	Allotment Rent	£35.00
14.05.14	Y Tapping	Advert May 2014	£8.00
28.05.14	E Elliot Aspire Dance Academy	Advert June 2014	£10.00

Noted.

7.5 To consider virements between categories of designated Reserves: precviously distrinuted)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bodley-Scott to vire the sum of £500 Newsletter designated Reserves to General Reserves.

7.6 To Appoint the Councillor for Internal Controls and set a date to review Financial Procedures:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bodley-Scott to Appoint Cllr Bennett as Councillor for Internal Controls.

Agreed: To set a date for the Review of Financial Processes at the close of the Meeting
Action: Cllr Bennett and the Clerk

8 Planning:

8.1 Applications:

8.1.1 No. 14/00010/WASFUL

Proposed Development: Construction of a 3,000 cubic metre storage lagoon to hold non-hazardous, agriculturally beneficial liquid waste (primarily from the food and beverage industry) prior to spreading on agricultural land at Gateridge Farm, Croughton
Location: Gateridge Farm House, Gateridge Farm, Brackley Road, Croughton, Northamptonshire. NN13 5GR

(Also notified For Information by SNC Application No. S/2014/0523/NA (see Agenda Item 8.2.2))

APPLICATION WITHDRAWN.

Cllr Tomlin reported on the site visit to an operating plant in Leicestershire (173 mile round trip), followed by visits to Manor Farm, Hinton in the Hedges and to Gateridge Farm, Croughton held 5th June 2014 and thanked Cllrs Forbes and Gelder for their attendance.

Cllrs Tomlin, Forbes, Gelder and Coles had attended the evening meeting in Croughton Village Hall at which the Applicant gave a presentation.

8.2 Notices of Decision:

8.2.1 No. S/2014/0466/LBC CONSENT GIVEN

Proposal: To reinstate a window at the rear of the property
Location: The Old Rectory, 5 High Street, Croughton

8.2.2 No. S/2014/0523/PC NO OBJECTIONS BUT WITH OBSERVATIONS

Proposal: Construction of a 3,000 cubic metre storage lagoon to hold non-hazardous, agriculturally beneficial liquid waste (primarily from the food and beverage industry) prior to spreading on agricultural land at Gateridge Farm, Croughton
Location: Gateridge Farm House, Gateridge Farm, Brackley Road, Croughton

8.2.3 The Chairman advised on the Decisions reached in respect of the Stables, Church Lane, Croughton. Full details were not available at the Meeting.

8.2.3.1 Application No. S/2013/0541/FUL APPROVED

Proposal: Conversion of existing redundant stables to single dwelling
Location: The Stables, Church Lane, Croughton

8.2.3.2 Applications No. S/2013/0542/LBC CONSENT GIVEN

Proposal: Conversion of existing redundant stables to single dwelling
Location: The Stables, Church Lane, Croughton

- 8.3 Northamptonshire Minerals and Waste Local Plan Proposed Modifications: To consider a response to the consultation: (information previously distributed)
Agreed: To make no comments.

9 To consider Training needs:

Chairman's Briefing, 30th June 2014: Cllr Forbes to attend.

10 Statutory Matters:

10.1 Annual Return for YE 31st March 2014:

10.1.1 To Note the Internal Audit Report dated 28th May 2014: (previously distributed)

The Internal Auditor highlighted a discrepancy in the Bank Reconciliation due to the omission of Bank Interest in the sum of £7.58.

Noted.

10.1.2 To Approve Section 1 amended in accordance with the Internal Audit Report: The figures on the Annual Return were amended as follows:-

Box 3: £4,232 (£4,224) Total Receipts

Box 7: £18,573 (£18,565) Balances

Box 8: £18,573 (£18,565) Total Cash

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Davies to Approve the amendments to Section 1.

10.1.3 To Note the Bank Reconciliation amended in accordance with the Internal Audit Report: (previously distributed)

Noted.

10.1.4 To Note the Explanation of Significant Variances: (previously distributed)

Noted.

- 10.2 To Approve the Accounts as amended for YE 31st March 2014: (previously distributed)

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Gelder to Approve the Accounts as amended for YE 31st March 2014.

11 Action Plan 2014/2015:

11.1 To confirm the appointment of the Portway Pocket Park Representative:
Mr Stuart Lowen was willing to act a Portway Pocket Park Representative and to report to the Annual Parish Assembly.

Agreed: To confirm the Appointment.

11.2 Councillor Actions:

11.2.1 Provision of Defibrillator: Update:

The wording on the cabinet was yet to be confirmed and a Launch arranged.

Action: Cllr Gelder

11.2.2 Allotments:

11.2.2.1 To Approve the creation of 2 half plots, Nos. 6A and 6B, at Plot No. 6:

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Bodley-Scott to Approve the creation of 2 half plots at Plot No 6.

Action: Cllrs Bodley-Scott and Coles (mark up boundary)

11.2.2.2 To Agree to waive the rent to 30th September 2014:

Agreed:

i) To waive the rent for plot 6B

ii) To charge pro rata rent for Plot 6A.

Action: the Clerk

11.2.2 Health and Safety Risk Assessments: To commence Annual Inspection and Review of all Sites and Lighting Stock:

Agreed:

i) Allocation of Public Sites:

Location	Councillor(s)
Allotments	Cllrs Bodley-Scott and Coles
Cemetery	Cllrs Robbins and Tomlin
Bus Shelter/Stock Steps	Cllr Cash
Mill Lane Ford	Cllrs Bennett and Forbes
Footpaths (not ROW)	Cllrs Bodley-Scott and Gelder
Seats	Cllrs Coles and Gelder
Portway Pocket Park	Cllrs Cash and Davies

ii) Allocation of Lighting Areas:

Area	Councillor(s)
Area 1	Cllrs Forbes and Gelder
Area 2	Cllr Bennett
Area 3	Cllr Tomlin
Area 4	Cllr Bodley-Scott
Area 5	Cllr Davies

11.3 Community Engagement:

11.3.1 Affordable Housing : Report: Cllr Tomlin reported.

i) Allocations: Northamptonshire Rural Housing Association had signed up 6 of 7 tenancies. Of these, 5 have a local connection to Croughton and 1 to Evenley. An expression of interest has been received for the 7th property. The 2 shared ownership properties have not yet been taken but interest has been received in one of them.

One family had sent a thank you card to the Parish Council in appreciation. This was presented to the Meeting.

ii) Footpath: Mr Neil Gilliver, Development Officer, Warwickshire/Northamptonshire Rural Housing Associations has advised that the estimated total costs of the full works are prohibitive and amount to £196,649.00 + vat. Of this £30,000.00 represents the cost of the construction of the footpath. Drainage costs account for the remainder.

iii) Reinstatement of Grass verges: Complaint from resident in respect of disturbance to grass verge and lack of reinstatement and maintenance: The resident has been advised that the verges will be reinstated and maintained once construction work has been completed.

iv) Landscaping: Communal Area on site- contact details of the Parish Council's grasscutting contractor have been passed to NRHA.

v) Drain: Ongoing problem in respect of road connection and ownership. Reported again to NCC via Street Doctor.

Drainage round dwellings may require more attention.

- 11.3.2 Community Engagement: To plan actions for 2014-2015, target dates and responsible persons as per the recommendations of the Working Party: (Working party had met at 6 p.m. on 9th June 2014) 8 items had been identified including website management and candidates for local elections.

Agreed:

i) That the Queen's Jubilee Committee is invited to meet to discuss kickstarting a community project.

ii) To organise a Public Forum to help people better understand the Community Emergency Response Plan.

- 11.4 Policies, Plans and Procedures:

11.4.1 Financial Regulations: To Approve: (previously distributed)

Cllr Forbes spoke to this item.

Financial Regulations: 1.14 and 2.2 were explained in more detail.

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Gelder to Approve the Financial Regulations.

Action: the Clerk (issue final copy together with CPC front page)

11.4.2 Emergency Response Plan: To review and amend:

Cllr Gelder advised that some details needed to be finalised.

Agreed: To defer to the next Ordinary Meeting of the Parish Council to be held 14th July 2014.

11.4.3 Training Statement of Intent: To review: (previously distributed)

RESOLVED: it was proposed by Cllr Forbes and seconded by Cllr Davies to Approve the Training Statement of Intent.

- 12 Little Brook Ward Meeting: 21st July 2014:

- 12.1 To confirm Guest Speaker/Topic:

Increasing concerns about the housing development across the border in North Oxfordshire in Banbury/Bicester: 16,700 dwellings were planned for Cherwell District but the Government target was 23,000. Of concern was the adequacy of the traffic system to cope with increasing volumes of regular traffic, as well as the HS2 construction traffic. Were there plans to improve the road network?

Cllr Sawbridge had written to Cllr Stratford, Member of Cabinet Oxfordshire County Council to invite an Officer to address these concerns and advise on plans.

- 13 Correspondence:

- 13.1 Northants Police: SNAST (South Northants Area Support Team):

13.1.1 To consider a subscription of £10.00 to support Neighbourhood Watch schemes within the District to 31st May 2015:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Davies to Approve a subscription in the sum of £10.00.

(Cheque No. 102521)

13.1.2 To Note the offer of 3 Neighbourhood Watch street signs: **Noted.**

13.1.3 To Note date of SNAST Meeting: 7.30 p.m. on 25th June 2014 at Roade: Cllrs Coles and Forbes to attend.

14 Any Other Business: For Information and at the discretion of the Chairman:

14.1 Croughton All Saints CE Primary School:

School Graduation Ceremony: 2p.m. on 11th July 2014.

Please advise Cllr Tomlin if you would like to attend.

14.2 Cllr Sawbridge reported:

14.2.1 C21 Charlton - Evenley Road: Poor surface. Marked up ready for improvement possibly by end of summer 2014.

14.2.2 NCC Empowering Councillors Scheme: £7,000 allocation 2014/2015:

£2,000 Aynho PC: Enhancement to children's play equipment (APC are intending to commit £42,000 towards improvements.)

£1,344 Evenley: War Memorial refurbishment

£2,000 Farthinghoe: Play Ground

£450: King's Sutton PC: Community Laptop

£800: King's Sutton Bowling Club: New Mat

£960 Charlton: Street Light

Remainder: Children in the County

April 2015: Priority will be given to those villages that did not benefit this year.

The Chairman thanked Cllr Sawbridge for his report and for attending the Meeting.

15 To receive items for the next Parish Council Meeting: - Monday 14th July 2014:

None.

The Meeting ended at 8.20 p.m.

Signed: _____ Date: 14th July 2014
Chairman